


Position Identification			
Position Title	Senior Planner, Transit Facilities		
Position Replaces	N/A		
Position Level	Employee	Position Code	TBD
Pay Group	Group 12	Date (last revised)	Aug-24
Supervisor Title	Manager, Infrastructure Planning	Sup. Position Code	1447
Additional Requirement	CRC	N/A	
Division	Asset Management	Flexible Work Arrangement	Flexible Work

Organizational Description
<p>BC Transit is a provincial crown corporation responsible for the overall planning and delivery for all of the different municipal transportation systems within British Columbia, outside Greater Vancouver.</p> <p>Our Mission: Delivering transportation services you can rely on</p>

Department Summary
<p>The Asset Management and Engineering department is responsible for leading an integrated planning process to inform long-term capital project investments, for managing standards and technical specifications to support the design/acquisition of fixed and fleet assets, and for overseeing systems, processes and programs required to maintain and sustain BC Transit assets in operation across the province.</p>

Job Overview
<p>Reporting to the Manager, Infrastructure Planning the Senior Planner, Transit Facilities develops and maintains functional standards and specifications guidelines for transit facilities including transit operations & maintenance centres, transit operator washrooms, bus parking, administration, storage and warehouse buildings to support transit services across the province (outside Metro Vancouver). The role reports to the Manager of Infrastructure Planning in BC Transit's Asset Management & Engineering Department.</p>

Key Accountabilities and Expectations	
Key Accountability	Expectation
Planning	<ul style="list-style-type: none"> • Leads transit facility infrastructure planning studies and manages consultants in accordance with the contract and applicable standards, evaluates proposals, provides direction, productive feedback and reviews of designs, construction drawings and other deliverables. • Responsible for the BC Transit, Transit Facility Functional Design Criteria including development and updates to the guideline, communication and interpretation to all internal and external stakeholders. • Develops documentation materials and negotiates agreements with local government partners and key stakeholders to advance projects from the planning stage to the pre-implementation phase. • Supports the development of long-term capital planning project prioritization activities.
Leadership	<ul style="list-style-type: none"> • Contributes as a senior member of the Infrastructure Planning Team providing guidance and mentoring to other staff by sharing the benefit of an advanced level of expertise and providing leadership to designated projects.
Administration	<ul style="list-style-type: none"> • Prepares professional quality reports, decision notes, business cases and other written materials and presentations for dissemination to BC Transit management team, Board of Directors, municipal councils and staff, external agencies and the general public. • Creates multi-year program planning, including cost sharing funding agreements
Additional Duties	<ul style="list-style-type: none"> • Performs related duties in keeping with the purpose and accountabilities of the job

Summary of Qualifications and Job Specific Competencies	
Education	<ul style="list-style-type: none"> • Post secondary degree in engineering, planning, architecture or a related field. • Project Management Professional (PMP) designations would be considered an asset • Professional Engineer (P.Eng) would be considered an asset • Architect AIBC would be considered an asset
Experience	<ul style="list-style-type: none"> • Four (4) years related experience in managing complex transportation or facility planning projects • Experience functional planning for buildings is an asset • Experience in the preparation of staff reports and managing consultant led studies is an asset • An equivalent combination of education and experience may be considered
Key job-specific competencies	<ul style="list-style-type: none"> • Knowledge of the concepts, practices and techniques of the transit facilities planning is an asset • Fundamental knowledge of, and comfort with functional planning for commercial facilities including an understanding of the major building components and systems; knowledge of the zoning and permit requirements, and other requirements related to commercial facility planning, particularly as they relate to public infrastructure projects. • Advanced analytical skills to identify, assess and provide input/recommendations related to the design, to understand and manage project-related risks and opportunities in an integrated, multi-disciplinary environment. • Research and analytical skills to identify, analyze make recommendations on new technologies, practices and procedures • Solid interpersonal and communication skills to build trust by consulting and liaising with others and applying a team approach as needed to achieve solutions on moderately complex technical issues; and also to write and deliver comments, procedures, reports and presentations to senior level professionals or elected officials • Able to demonstrate strong technical writing and presentation skills and proficient using Microsoft Office
Willingness Statement	<ul style="list-style-type: none"> • Travel two times per quarter may be required

Job Evaluation		
Factor	Level	Points
Education: <ul style="list-style-type: none"> • Post secondary degree in engineering, planning, architecture or a related field. • Project Management Professional (PMP) designations would be considered an asset • Professional Engineer (P.Eng) would be considered an asset • Architect AIBC would be considered an asset 	5	65
Experience: <ul style="list-style-type: none"> • Four (4) years related experience in managing complex transportation or facility planning projects • Up to One (1) year to be proficient in the role 	4.5	50
Job Complexity: Position is responsible for researching technical information and trends, analysis of transit facility data, identifies needs and develops and executes on project deliverables, supports investigations for failures, communicates with all stakeholders and makes recommendations. Works with procurement, operating partners, manufacturers, suppliers and fabricators. Prepares reports, business cases and presentations. Responsible for defining, contributing to the execution of, and reporting on departmental Key Performance Indicators.	4	50
Contacts: Works with both Internal staff, local government staff, and consultants communicates decisions or reach decision on transit facility design or planning projects with groups through face-to-face contact or electronically. Required to make presentations and attend meetings on a regular basis. Requires tact, professionalism while maintaining BC Transit's core values.	5	50
Initiative: Responsible for the acceptance of civil design with limited oversight, and the establishment of infrastructure design guidelines. The incumbent will not be required to stamp and/or seal documents. Must be able to advance planning projects of a medium level of complexity with stakeholders with limited supervision/direction. Advises on the latest technical advancements, safety requirements and related implications.	4	50

<p>Risk:</p> <p>Errors of judgement or improper performance can result in substantial delays in major work programs, shortage of materials, faulty designs or incorrect estimates and unnecessary expenditures. Risk of design implementation that does not meet transit standards could jeopardize safety, budget and loss of organization confidence with partners. Risk of damaging relationships with internal/external stakeholders.</p>	4	40
<p>Guidance:</p> <p>Provides professional guidance and recommendations on civil design to BC Transit internal stakeholders, operating partners, managers and staff. Acts as technical specialist to provide engineering support and technical resolution.</p>	1.5	8
<p>Work Leadership:</p> <p>N/A</p>	-	
<p>Sensory Effort:</p> <p>Mental and visual concentration is required when preparing projects for planning stages, procurement preparation, report writing and when using the computer to prepare reports. (intermediate/frequent).</p>	3	7.5
<p>Physical Activity:</p> <p>Work requires traveling, walking on even surfaces, in addition, general office environment. (light Intermediate)</p>	2	5
<p>Dexterity:</p> <p>Highly administrative, creating reports/proposals, high amount of computer work. Speed is a minor requirement for efficient processing of work.</p>	2	6
<p>Surroundings:</p> <p>In office, work from home, limited travel (no more than two times per quarter), limited site visits to transit operating centers, construction sites. (Minor/occasional)</p>	2	4
<p>Work Flow:</p> <p>Work pace is generally controllable. Some last-minute requests for planning information for council meetings require immediate attention, but the majority of the work can be prioritized and sequenced.</p>	3	9

Group 12 (313-337) points	Total	344.5
Position evaluation was agreed to by the JJEC	5-Sept-2024	

Position History			
Title	Group	Date Reviewed by JJEC	Notes
Senior Planner, Transit Facilities	Group 12	5-Sept-2024	New position